



Office of the State Auditor

Assistant General Counsel

OSA Posting Number 2018-20

SALARY RANGE (Grade 13) CSA232: \$55,351.15 - \$83,026.72 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

The Assistant General Counsel will assist the OSA Office of the General Counsel by advising agency staff on legal matters; drafting administrative, court, and legal documents; responding to public records requests and performing legal research and assignments as required; and researching and drafting relevant proposed and existing regulations and legislation.

The basic purpose of this work is to represent the agency's position and statutory obligations in legal matters, ensuring that agency activities comply with law.

SUPERVISION RECEIVED:

Works under the direction of the Deputy Auditor and General Counsel.

SUPERVISION EXCISED:

May supervise Legal Office staff as necessary under the direction of the Deputy Auditor and General Counsel

DUTIES AND RESPONSIBILITIES

- Process and respond to public records requests in accordance with applicable laws and regulations and write related correspondence and reports.
- Advise agency staff on legal matters by interpreting laws, rules, regulations, policies and judicial or quasi-judicial decisions and opinions related to agency operations; review court decisions and newly enacted, and existing, state and federal laws and regulations to determine their applicability to agency activities.
- Review drafts of proposed agency policies, regulations, guidelines, contracts, agreements and memorandums of understanding for conformity with applicable laws and regulations; conduct legal research on matters related to agency functions; prepare opinions; review draft decisions for clarity and for evidentiary and legal foundation; and train agency staff in such matters as the laws, rules, regulations, policies and procedures governing agency operations.
- Research, track, and draft pending, proposed and existing legislation and/or state or federal regulations, rules or policies affecting the agency.
- Drafts administrative, court and legal documents ensuring that such documents are complete, accurate and in compliance with law.
- At the direction of the General Counsel, may provide information to the public by answering inquiries related to agency functions, rules and regulations
- Performs related duties such as writing correspondence and reports; and maintaining and updating periodic state and/or statistical reports.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- Graduation from an accredited law school.
- Membership in the Massachusetts Bar.
- Ability to communicate effectively, both orally and in writing.



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PREFERRED QUALIFICATIONS:

Demonstrated experience and expertise in the following areas will also be important considerations:

- Experience in the principles and practices of records management, especially the updated Massachusetts Public Records Law.
- Experience in the area of legislative and regulatory research, tracking, drafting, and promulgation.
- Significant experience in the areas of legal research and writing.
- Knowledge of or experience with employment law, auditing, and/or accounting.
- Experience in and knowledge of state government and administrative law.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than **June 1, 2018** via the MassCareers website: [Click Here](#)

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